UNITED STATES DEPARTMENT OF COMMERCE
Chief Information Officer
Washington, D.C. 20230

JUL 21 2005

MEMORANDUM FOR Chief Information Officers

FROM: Thomas N. Pyke, Jr.

SUBJECT: Enterprise Information Technology (IT) Architecture

The Clinger-Cohen Act of 1996 requires that the Chief Information Officer of an executive agency be responsible for "developing, maintaining, and facilitating the implementation of a sound and integrated information technology architecture." This Enterprise Architecture is an integral part of Commerce's IT capital planning and investment control (CPIC) process, which includes the Commerce Strategic Plan, Commerce and operating unit Strategic and Operational IT Plans, and IT investment business cases as well as IT investment review processes.

Commerce achieved a level 3.0 against the Office of Management and Budget (OMB) Enterprise Architecture Assessment Framework with the Enterprise Architecture submitted to OMB on May 31, 2005. However, we still have significant areas that need to be addressed, the primary one being the linkage between the CPIC process and the Enterprise Architecture. Each major IT investment must be readily visible in the Enterprise Architecture. To help facilitate this, we have prepared the attached form, along with instructions, for the information required for each major IT investment.

Please submit the completed form, one for each major IT investment, to Tom Pennington (tpennington@doc.gov), the Department's Chief Architect, by August 19, 2005. As required by OMB Circular A-11, DOC will submit its Enterprise Architecture to OMB along with the budget in early September.

Attachments

cc: Enterprise IT Architecture Advisory Group

Instructions for Enterprise Architecture Data Call

Please use the accompanying Excel spreadsheet to record your data. Use one copy for each Major investment for your organization. The questions on the spreadsheet are numbered 1 – 11, and the instructions below refer to the numbered questions.

1. This is the name of the operating unit that is making the investment, such as the Weather Service or Census Bureau. Please keep it at the top level as it makes it much simpler to compile and role up.

2.. This is the name of the project/investment as entered in the Exhibit 300, along with a brief description of **precisely** what the investment is for.

3. Describe what the investment will do, including where and how it fits into the overall portfolio of the organization, the business process it supports, and what other systems it depends on.

4. Describe which DOC and Operating Unit goals are supported by this investment. Each and every investment should be traceable back to a mission goal. The DOC Strategic Plan, which defines the DOC goals, can be found at: http://www.osec.doc.gov/bmi/budget/budgetsub_perf_strategicplans.htm

5. Describe what capabilities the investment will add and/or how the investment will reduce costs to perform the mission functions.

6. Provide the performance measures associated with each level of the EA showing a clear line of sight toward the intended business outcome. For details on how to use the PRM see the instructions in the following document: http://www.whitehouse.gov/omb/egov/documents/How_to_PRM.PDF .

7. Provide a general characterization of the data used/produced in this system. What is the data content (satellite pictures, demographic survey data, trade statistics, etc…) and what products/services are produced from this data?

8. The major applications would be the system names. These names are typically how the users would refer to these systems. If the investment is for a component of a major system, indicate that and how it relates to the overall system.

9. For existing systems, the major hardware and software components should already be available. The primary platform would be the one that performs the bulk of the work for the system, not user interface systems or Web servers. The operating system would be the one on the primary system. If the system uses a database, who is the vendor and what (if any) is the name specific to the

database being used. For software, list any major system components that are COTS or GOTS.

10. Describe what impact the investment will have on the infrastructure. How will it effect network bandwidth, system performance, storage and backup capacity, through put to the end users etc…?

11. Identify and give a brief description of what is exchanged for each interface this system has with any other internal or external system or organization (where the exchange is not a direct electronic link).

If there are any questions, please feel free to contact Tom Pennington at:

tpennington@doc.gov or 202-482-5899

Enterprise Architecture Data Call

Please complete the worksheet below for each of your Operating Unit/Bureau major investments. Add more rows if provided space is not sufficient. Put each major investment on a different worksheet.

1. Operating Unit/Bureau

2. Major Investment

3. Function - Describe the purpose of the investment including its fit in the overall business process, what it supports, and what it depends on

4. DOC and/or Operating Unit/Bureau Goals Supported - Each investment should support at least one OU/Bureau Goal and each OU/Bureau Goal should be supported by at least one investment. Source: DOC and OU Strategic Plans.

DOC Goal	
DOC Goal	
OU/Bureau Goal	
OU/Bureau Goal	
OU/Bureau Goal	
OU/Bureau Goal	

5. Business Impact - Describe the enhanced capabilities or significant cost savings to be realized by the investment

6. Performance Measures for each Architecture Level/View

Business	
Data	
Applications	
Infrastructure	

7. Data - Provide general subject classification of data.

8. Major Applications - List the major applications

9. Major Hardware and Software Components - If multiple applications, note the application the	
Primary Platform	
Operating System	
Database System	
COTS Components	
10. Infrastructure Impact - Describe the impact (such as increased bandwidth, storage space, processing power) the investment will have on the existing infrastructure.	
11. Interfaces to Other Systems	